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L Southern California Association of Governments  
FY '80  
Regional Transportation Improvement Program (RTIP)  
Guidelines

*Transp. planning -- CA, Southern*

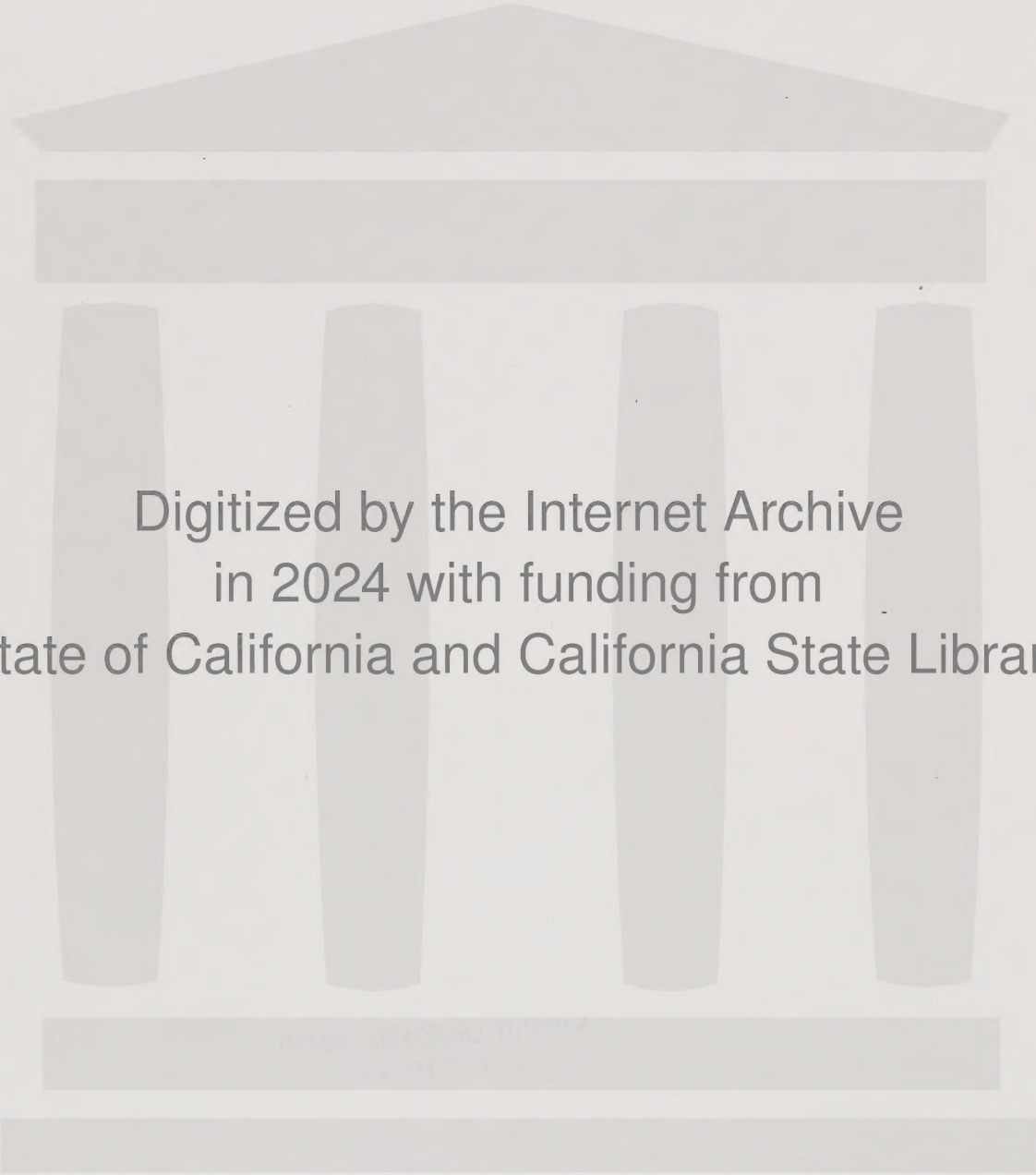
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SCAG  
FY '80 REGIONAL TIP GUIDELINES

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# SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

## FY '80 TIP GUIDELINES

### Part 1.0 - General Information

#### 1.1 Purpose of the TIP

The purpose of the TIP is to coordinate at the county and regional level, the planned expenditure of federal, state, and local transportation dollars on transportation projects. Inclusion in an approved TIP is a necessary condition for Federal approval of transportation projects funded from FAU, FAI, FAP, UMTA Section 5 and UMTA Section 3 funds in urbanized areas. In addition, the County Transportation Commission Act (AB 1246) requires that, in commission counties, all surface transportation projects funded by federal and/or state transportation funds, including TDA funds, be included in the TIP. AB 402 requires that all funds that flow through the California Transportation Commission must be shown in the TIP<sup>1</sup>. The only funding source that AB 402 adds to the TIP in addition to the federal regulations and AB 1246 is California Aid to Airports Program (CAAP).

#### 1.2 Legislative and Regulatory Authority

The role of the regional transportation agency, SCAG, and the County Transportation Commissions (CTC's) in the transportation planning process is defined in Title 7, Chapter 2.5 of the California Government Code as modified by AB 1246 and AB 402. Federal requirements for preparation of the TIP are contained in Title 23, Part 450; and Title 49, Part 613 of the Code of Federal Regulations. The new state TIP requirements are found in Chapter 2.5, Sections 65080-65082 and Chapter 2, Sections 14520-14534 of the Government Code as modified by AB 402.

#### 1.3 TIP Process

The following changes will occur in the FY '80 TIP process:

1. A public hearing will be held by SCAG prior to the adoption of the Regional TIP;<sup>2</sup>
2. Projects will be sent directly to the CTC's, IVAG and VCAG by implementing agencies, and;
3. There will be a more active role for IVAG and VCAG in the development of a coordinated county TIP.

The total FY '80 TIP process is discussed below:

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<sup>1</sup>See Section 9.1 for list of funds subject to allocation by the California Transportation Commission.

<sup>2</sup>Section 65080(b) of the Government Code as modified by AB 402.



The County Transportation Commission (CTC's) in Los Angeles, Orange, Riverside and San Bernardino Counties are required, per AB 1246 and AB 402 to develop and approve a TIP for their county and forward it to SCAG.

The County Transportation Commissions, IVAG and VCAG will review the projects submitted for consistency with short range plans, priorities, programs, and with available financial resources in each respective county.

SCAG, per the federal regulations and per AB 402, is required to incorporate the TIP's from the four CTC's plus project submissions from Ventura and Imperial Counties into a Regional Transportation Improvement Program (RTIP). This year, IVAG in Imperial County, and VCAG in Ventura County, will be responsible for preparing a county TIP for their county and transmitting it to SCAG for inclusion in the Regional TIP.

At SCAG, the draft Regional TIP will be reviewed for consistency with the Regional Transportation Plan. TIP projects will also be reviewed for consistency with the Transportation Control Plan (TCP) of the Air Quality Management Plan (AQMP) and with the Transportation Systems Management Element (TSME) of the Regional Plan. Projects will also be reviewed by SCAG to insure that there are no conflicts between county TIP's. The TIP will be given Areawide Notification per regulations contained in OMB Circular A-95.

SCAG will convene a meeting with representatives from SCAG, the CTC's IVAG, VCAG and Caltrans, to review the draft county TIP's.

SCAG comments on the draft RTIP will be transmitted to the CTC's before the CTC's give final approval to their county TIP.

SCAG will present the approved TIP's from the County Transportation Commissions, IVAG and VCAG, which have been aggregated into a Regional TIP, to SCAG's Transportation and Utilities Committee (TUC) in March 1979. After being endorsed by the TUC, the RTIP is taken to SCAG's Executive Committee for approval in April 1979. The RTIP will then be transmitted in April 1979 to the California Transportation Commission (per AB 402) for approval and to Caltrans, FHWA and UMTA for informational purposes.

Before FHWA and UMTA can act on the FY '80 RTIP, the California Transportation Commission must approve SCAG's RTIP and incorporate it into a State TIP. SCAG and the CTC's must also consider for approval and incorporation into the RTIP any changes the California Transportation Commission has made to the STIP. The Commission will adopt a State TIP and submit it to the Governor and Legislature by July 1, 1979. After the RTIP has been amended to reflect the STIP, SCAG will officially transmit the RTIP to FHWA via Caltrans and to UMTA for Federal TIP purposes.

Appeals by SCAG, the County Transportation Commissions and/or Caltrans regarding the State TIP must be submitted to the California Transportation Commission not later than August 1, 1979.<sup>1</sup> Cities, counties or implementing

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<sup>1</sup>AB 402 Guidelines, Section 8116.



agencies must submit their appeals through the appropriate CTC in the Commission counties. Agencies in Ventura and Imperial Counties must submit appeals to VCAG or IVAG, who will in turn, submit those appeals to SCAG. The California Transportation Commission must consider the appeals at a public hearing not later than August 15, 1979.

#### 1.4 FY '80 RTIP Schedule

<u>Date</u>	<u>Task</u>
Dec. 1, 1978	Deadline for TIP submittals, which include air quality information, from local agencies in Los Angeles, Orange, Riverside and San Bernardino Counties to the appropriate County Transportation Commission. (Highway & Transit projects).
Dec. 1, 1978	Deadline for TIP submittals, which include air quality information, from local agencies in Imperial County to IVAG and in Ventura County to VCAG. (Highway & Transit projects).
Dec. 1, 1978	Caltrans submits proposed State TIP to SCAG, CTC's, IVAG and VCAG. Caltrans will also submit STIP on tape to SCAG.
Dec. 8, 1978	SCAG gives to the CTC's, IVAG and VCAG, with copies to Caltrans Districts 07, 08 & 11, a printout of Caltrans proposed STIP in RTIP format with columns to be filled out for air quality and other regional requirements (i.e., project type).
Dec. 15, 1978	SCAG receives package of TIP submittals from CTC's, IVAG and VCAG, which includes the additional information required from Caltrans plus any additions, deletions or changes to the state highway program.
Dec. 15, 1978 - Jan. 1, 1979	SCAG keypunches TIP submittals and produces preliminary TIP computer printout, and transmits it to the CTC's, IVAG and VCAG.
Jan. 15, 1979	CTC's, IVAG and VCAG give SCAG updated draft TIP to be used for analysis purposes. Each county TIP must be divided into discretionary and non-discretionary-funded projects and must include all projects that would potentially be included in the March 1 county approved TIPs.

ALL PROJECTS MUST BE SUBMITTED BY CTC'S, IVAG AND VCAG, TO SCAG BY JANUARY 15, 1979 TO BE INCLUDED IN THE RTIP TO BE ADOPTED BY THE SCAG EXECUTIVE COMMITTEE IN APRIL, 1979.

<u>Date</u>	<u>Task</u>
Jan 15 - Feb. 15, 1979	SCAG does the following reviews on the preliminary county TIP's:  <ol style="list-style-type: none"> <li>1. Prioritization of discretionary state highway funded projects, with CTC's/IVAG &amp; VCAG,</li> <li>2. RTP consistency,</li> <li>3. Air Quality Analysis,</li> <li>4. Fiscal analysis and transmits comments to the CTC's, IVAG and VCAG.</li> </ol>
Feb. 15, 1979	SCAG convenes joint SCAG/CTC/CALTRANS/IVAG/VCAG meeting to review preliminary county TIP's.
March 1, 1979	CTC's, IVAG and VCAG approve and submit to SCAG final county TIP's, including integration of SCAG and joint meeting comments. The county TIP's must be financially constrained and the discretionary and non-discretionary funded projects must be prioritized numerically.
March 1, 1979	SCAG distributes preliminary Regional TIP for A-95 Regional Clearinghouse Areawide Notification.
March, 1979	SCAG prepares final air quality analysis statement.
March, 1979	SCAG holds public hearing on Regional TIP, including integration of county TIP's.
March, 1979	SCAG presents Regional TIP to SCAG Transportation and Utilities Committee (TUC) for approval.
April, 1979	SCAG presents Regional TIP to SCAG Executive Committee for final approval. (Includes Highway & Transit projects.)
April, 1979	Final approved Regional TIP document printed and forwarded to the California Transportation Commission, FHWA via Caltrans, UMTA, Office of Planning and Research, County Transportation Commissions, IVAG, VCAG, cities, counties and transit operators.



## 1.5 Project Types

As with last year's TIP, projects will be categorized as Type I, Type II and Type III. Each type is divided into Transportation Systems Management (TSM), System Development, and Maintenance of the System subcategories. A revised Regional Project Type list has been prepared to reflect the requirements for RTP consistency, air quality and prioritization. The Project Type List appears as Section 5.2.

Type I projects are those which because of their impact are considered to be of sufficient importance for intensive review by SCAG and the County Transportation Commissions. Type I projects will be individually listed in the TIP, regardless of cost.

Type II projects (primarily projects to be implemented by local agencies, generally non-major projects over \$200,000 in construction costs.) are those which should be individually listed to comply with TIP, A-95, or Section 105 requirements, but which are generally not of sufficient significance for intensive review by SCAG nor the CTC's.

Type III projects consist of minor, routine projects which will not be individually listed in the TIP, but will be included in lump sum listings by fund source for the implementing agency or county. Type III projects generally are those less than \$200,000 in construction costs. Type III projects are exempt from regional A-95 review procedures. The exception to this category are all FAU-funded transit projects and FAU-funded highway projects in Orange, Imperial, Riverside, San Bernardino and Ventura Counties which may be individually listed, and those minor projects required to be individually listed per the 402 TIP Guidelines.<sup>1</sup>

Please refer to Section 5.0 for detailed instructions on Project Types.

## 1.6 Amendment Process, Schedule

The amendment process for the FY '80 RTIP will be similar to the process for the FY '79 RTIP.

Type I projects to the TIP will be amended at quarterly intervals, unless more frequent amendments are required by unusual and compelling circumstances. Amendments to Type I projects or new Type I projects must be approved by the CTC, IVAG or VCAG, and SCAG's Executive Committee.

Type II projects may be administratively amended into the TIP by SCAG upon written request by the appropriate CTC, IVAG or VCAG.

Type III projects are exempt from the amendment process, and the implementing agency will work directly with the funding agency, if the line item amount in the TIP remains the same or increases by not more than 10% or \$5,000, whichever is larger, providing that the increase does not exceed previously set maximums for any given funding source. If the line item amount in the TIP increases by more than 10% or \$5,000, whichever is larger, or if a new line item is added, the Type III line item must be amended administratively according to the procedures outlined for Type II projects.

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<sup>1</sup>Section 8120(b)



The following is the amendment schedule for Type I projects:

	<u>Agency Submission of TIP Projects to CTC's IVAG, VCAG</u>	<u>CTC's, IVAG, VCAG submit approved TIP to SCAG</u>	<u>SCAG Executive Committee Approval</u>
Amendment #1	April 15, 1979	May 25, 1979	July 1979
Amendment #2	July 15, 1979	August 25, 1979	October 1979
Amendment #3	October 15, 1979	November 25, 1979	January 1980
Amendment #4	February 15, 1980	March 25, 1980	May 1980

Type II and Type III projects can be amended at any time. Please refer to appropriate CTC, IVAG or VCAG for their internal deadlines regarding TIP amendments.

#### 1.7 Submission Requirements

All projects must be submitted in the proper format. Projects not submitted by the deadline and in the proper format will be processed as amendments at a later date.

#### 1.8 Forms

New forms have been developed for submitting TIP projects this year (see Parts 3.0 and 4.0 for samples of forms and instructions for their completion). Do not use last year's forms.

#### 1.9 Carryover Projects

Projects which appear in the FY '79 Annual Element in the FY '79 TIP and for which Federal approval is not expected prior to July 1, 1979, should be carried over into the FY '80 Annual Element. All carryover projects must be resubmitted on the TIP submittal forms and must use the same A-95 number as in the previous year's TIP. New projects will be assigned new A-95 numbers by SCAG and therefore the A-95 column on the submittal form should be left blank for these projects. Carryover projects must also be re-approved by the CTC's, IVAG, VCAG and SCAG.

#### 1.91 A-95 Review

SCAG will perform regional A-95 clearinghouse review of all projects concurrently with TIP processing. Therefore, it will not be necessary for agencies to submit projects for separate A-95 review. Inclusion of a project in the final TIP, as approved by the SCAG Executive Committee, will constitute regional A-95 concurrence. SCAG will submit the final approved TIP along with the 424 forms for non-categorically exempt projects, to the state clearinghouse (Office of Planning and Research) for state A-95 review, eliminating the need for local agencies to submit individual projects for state clearinghouse actions.



## 1.92-- Additional Information Required

The following type of information will be required this year in addition to last year's TIP requirements. This information must be entered on the TIP Submittal Forms in the appropriate columns.

1. To aid in the analysis of air quality and TSM related projects, the following information will be required for highway projects:
  - number of ramp meters and bypass lanes.
  - number of signalized intersections for signalization projects.
  - number of lanes added for widening projects.
  - current Average Daily Traffic (ADT) on TSM and System Development - related freeway, state route and streets and roads improvements.

In addition, last year's requirement to include the functional classification of the street, the length of the project and the urbanized area will be continued.

2. Bus replacement projects must be listed separately from bus expansion projects to aid in the analysis of TSM projects. The number of buses for bus acquisition projects and the number of parking spaces for transportation centers and park and ride lots must be entered on the Transit TIP form.

## 1.93 Monitoring Process

SCAG will continue to collect information on the progress toward implementation of projects programmed in each year's TIP Annual Element. SCAG will use this monitoring information to prepare periodic reports on the progress made by the region in implementing the projects programmed in the Regional TIP. Since the TIP is the implementing document of the Regional Transportation Plan (RTP), the monitoring information gathered for the TIP will also indicate the progress made by the region in implementing the policies and guidelines for transportation development set forth in the RTP. This monitoring report will also help meet federal and state RTP monitoring requirements.<sup>1</sup>

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<sup>1</sup>Section 295532 of Government Code as modified by AB69 and AB 402.





## Part 2.0 Policy Guidelines

### 2.1 TIP Consistency

The 402 Guidelines<sup>1</sup> and the Federal regulations<sup>2</sup> both state that the Regional TIP must be consistent with the 1978 Regional Transportation Plan (RTP) and the 1978 Transportation Systems Management (TSM) Element of the RTP. For copies of the RTP, please contact SCAG staff.

The 1980 Regional TIP must also be consistent with the regional portion of the applicable State Implementation Plan (SIP) for air quality.<sup>3</sup> SCAG will use the Transportation Control Plan (TCP) of the Air Quality Management Plan (AQMP) to be adopted in January, 1979, for the air quality consistency statement. If the TIP air quality consistency statement does not meet with the Environmental Protection Agency's (EPA) approval, EPA can stop the Department of Transportation's (DOT) approval of the TIP Annual Element.<sup>4</sup> It is therefore very important that the TIP be consistent with the AQMP, and that local agencies cooperate in providing the additional information required for air quality analysis. (Please refer to Section 1.92 for the additional information required).

### 2.2 Resolution of Intercounty Conflicts

The 402 TIP Guidelines<sup>5</sup> state that the SCAG Regional TIP shall be developed in cooperation with the County Transportation Commissions, and that SCAG may revise the projects submitted in the County Transportation Commission TIP's in order to resolve conflicts between programs.

### 2.3 Prioritization

The 402 regulations<sup>6</sup> require that the following types of projects in the Regional TIP be arranged by numerical priority within each subprogram category (see appendix for listing of these subprograms). This prioritization process will take place at the County level (CTC's, IVAG and VCAg) and at the Regional level (SCAG). Local agencies are not required to prioritize their projects for the TIP.

1. All capital outlay projects including lump sum items proposed to be funded, in whole or in part, from the State Highway Account in the State Transportation Fund during the succeeding five years within the following program categories: (1) New Facilities, (2) Operational Improvements, and (3) Local Assistance, (with the exceptions noted on the following page), and
2. All capital outlay projects including lump sum items proposed to be funded, in whole or in part, by funds subject to allocation by the California Transportation Commission during the succeeding five years other than funds in the State Highway Account in the State Transportation Fund (i.e., Proposition 5, CAAP-funded aeronautics projects).

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<sup>1</sup>Section 8113(a)

<sup>2</sup>23 CFR 450.306(b)

<sup>3</sup>402 TIP Guidelines, Section 8113(c)

<sup>4</sup>DOT/EPA Memorandum of Understanding, June, 1978

<sup>5</sup>Section 8112(g)

<sup>6</sup>Section 8117(b)(5)

## 2.3 Prioritization (cont.)

Local Assistance projects within the Federal-Aid Secondary, Federal-Aid Urban (FAU) System and Off-System Roads programs will be arranged by county-wide priority rather than by regionwide priority.

Local Assistance projects within the Railroad Crossings, Local Jurisdiction Bikeways, Highway Safety Improvement on Local Roads and Unassigned Local Assistance program are not required to be arranged by priority.

The manner in which regional priorities, based on county priorities, are to be established for the remaining categories is currently under development.

## 2.4 Funding Constraints

### General Guidelines

All projects funded by funds subject to allocation by the California Transportation Commission must be consistent with the fund estimates transmitted by the California Transportation Commission to SCAG and the County Transportation Commissions by November 1, 1978. UMTA Section 5-funded projects must not be overprogrammed and shall not exceed the funds allocated in each urbanized area by the appropriate programming agency (CTC's in the Commission Counties). TDA-funded projects cannot exceed the 5 year and previous allocations available to each apportionment area.

### Fund Estimate Methodology

The Funds Estimate Methodology document, approved by the California Transportation Commission on August 25, 1978, will be used as a guideline to determine the RTIP's consistency with the fund estimates.

The California Transportation Commission will estimate the amount of non-discretionary funds available to each commission county and to the SCAG region as a whole, plus the amount of non-discretionary funds available to the South Planning Area.

The basic idea behind the Funds Estimate Methodology is to make discretionary monies available to Metropolitan Planning Organizations so they can bid for these monies by nominating their highest priority projects. Theoretically, the MPO with the highest priority projects would succeed in obtaining the most discretionary funds. Each County can bid for the total South discretionary funds but, collectively, SCAG cannot bid for more than the total South discretionary amount, according to AB 402.

The CTC's, IVAG and VCAG will prioritize the discretionary and non-discretionary-funded-projects within the appropriate program categories (see Section 9.3). The Regional TIP will reflect these priorities. The method by which SCAG, working with the CTC's, IVAG and VCAG, will prepare a regional priority list of discretionary-funded projects is still under development.



## 2.5 -Project Submission Changes

SCAG, working through IVAG, VCAG, and the CTC's, may include projects in the Regional TIP that are not included in the proposed State TIP.<sup>7</sup> The California Transportation Commission, in adopting the State TIP, may deviate from the Regional TIPs if there,

1. Is an overriding statewide interest,
2. Are insufficient funds available to implement the program, or
3. Are conflicts between the regional transportation improvement programs.<sup>8</sup>

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7402 TIP Guidelines, Section 8113(f)  
8402 TIP Guidelines, Section 8115(d)





Part Three  
TIP Highway Projects  
Submittal Instructions

3.1 General Instructions

Part Three contains instructions for those agencies seeking Federal or State highway funds, or TDA Article 8, Streets and Roads funds. All projects to be funded from any category of State or Federal highway funds (Department of Transportation funds only) are to be submitted. Projects to be funded wholly from local funds are not required to be submitted. For TIP purposes, Federal revenue sharing funds, and gasoline tax funds are considered to be local funds. Include Ridesharing projects with highway projects. FAU-funded transit projects are included with transit projects.

Instructions regarding the preparation of the forms are detailed below and on the following pages.

3.2 Forms

Two types of forms must be submitted for highway projects: the TIP Highway Project Information Form and the Federal Assistance Form 424 for federally-funded projects in the Annual Element (FY '80). A copy of Form 424 and instructions is included in Part Six. A sample of the Highway Project Form is given on page 17.

3.3 Submitting Agencies

For different funding programs there are different submitting agencies, as shown in section 7.0. A major change from FY '79 is that local agencies instead of Caltrans will submit FAU projects in the non-urbanized areas and that the appropriate County Road Departments instead of Caltrans will submit FAS projects.

3.4 Project Types

A list of the FY '80 TIP PROJECT TYPES is provided as Part Five. As shown, each project type is identified by a three digit Project Type Code. In order to meet various federal and state reporting and analysis regulations it is imperative that those submitting projects provide each project with the most appropriate project type code for that project. The first digit of the Project Type Code identifies whether a project is Type I, II and III. Unlike the procedures for FY '79, Type I, II and III projects may be intermixed and reported on the same sheet of the Highway Project Form. The computer, using the three digit project type code, can then separate these projects onto separate pages of the computer printout as might be desired for subsequent TIP review. Please carefully review the TIP Project Type list in Part Five before filling out the Highway Project Form.

### 3.5 Carryover Projects

Projects which appeared in the Annual Element of the FY 1979-1983 TIP, and for which Federal approval is not expected prior to July 1, 1979, should be carried over into the FY 1980-1984 TIP. These projects should be resubmitted as new projects, except that the A-95 # from the FY 1979-1983 TIP must be included and the letter "C" entered in the carryover column ("c/o"). For new projects the A-95 # is left blank and is supplied by SCAG and the carryover column is left blank. Also see the discussion in Section 1.9.

### 3.6 Five-Year Program of Local Projects

All agencies will be required to submit a full five-year program of projects (FY 80-84).

For those projects individually listed, data for all phases of the project should be submitted even if only one phase is to be included in the Annual Element. For example, if a project included PE, ROW, and Construction, data on all phases should be submitted even if only PE is to be included in the Annual Element. If a phase is scheduled for beyond FY '84, enter the estimated fiscal year in the FY column.

### 3.7 FAU Projects

Projects which are to include FAU monies must receive prior approval from the appropriate county FAU policy committee before they can be included in the TIP. In every county, except Los Angeles, agencies will list their FAU projects individually. In Los Angeles County, agencies will submit a line item entry in the TIP for all of their highway FAU projects that meet the criteria for minor improvements. (See Section 5.1 for a definition of "minor improvements"). Those Los Angeles County FAU projects that do not meet the "minor improvements" criteria must be listed individually as type II or Type I projects.

### 3.8 Bicycle and Pedestrian Projects

As in FY '79 there is no need for a separate form for bicycle and pedestrian projects. CTC's, VCAG and IVAG will each submit a line item in the TIP for TDA 821 funds by county. Therefore, local agencies will not submit TDA 821 projects for TIP.

CTC's, VCAG and IVAG will prioritize TDA 821-funded bicycle and pedestrian projects as a separate process from the TIP and local agencies will apply for TDA 821 funds directly to SCAG through the TDA claims process (the guide for filing TDA claims will be distributed at a later date).

Bicycle and Pedestrian projects to be funded by FAU funds or other non-TDA funds should be listed on the Highway Project Information Form.



### 3.9 TDA, Article 8 Funds

Each agency should enter a line item for the estimated amount of TDA-08 Streets and Roads funds they plan to expend or obligate in the forthcoming fiscal year, based on past years' allocations and carryover funds.

If TDA, Article 8 funds are used to match a federal project, first subtract those funds from the line item entry.

Disclaimer: TDA funds programmed for non-transit uses are not a commitment by SCAG and are subject to revision as a consequence of the annual review of unmet transit needs.

### 3.10 Project Location Maps

A map (or maps, as necessary), preferably on letter or legal sized paper, should be included with the TIP submission identifying the location of major projects proposed for the Annual Element. Signalization, signing, highway planting, resurfacing, channelization, and striping projects need not be shown on project location maps.

### 3.11 Detailed Instructions for Completing the Highway Project Submittal Form

Any type of project from any fund source may be entered on the same sheet.

County, Agency and Agency Code. Enter the name of the county and the submitting agency, and also enter the three character agency code. A list of agency codes is provided in Section 8.1.

Carryover column ("c/o"). If a carryover project, enter the letter "C".

A-95 # and Item #. Leave blank for new projects. For carryover projects, insert the A-95 # (but not the item #) from the published FY 1979-1983 TIP.

Project Description and Comments. In order to comply with various state and federal requirements (such as the requirement under AB 402 for a geographically ordered listing of the TIP), it is essential that the project description conform to a specified format. The first line in the project description must give the route and limits. For a state highway project the following is the format:

07-OR-5 (36.4/36.9) SANTIAGO CREEK TO  
SANTA ANA RIVER.

This is essentially the format that was used in the FY 1979-1983 TIP.

For non-state highways a designation as follows would be appropriate:

CRESCENT AVE. FROM EUCLID ST. TO  
BROOKHURST ST.

Beginning on a new line would be a description of the improvements, which would contain text such as "construct 4-lane freeway" or "traffic signal, safety lighting and street improvements." For examples, see the published FY 1979-1983 TIP.

### 3.11 (cont.)

The forms have been so designed as to accommodate typed description lines of a maximum of 40 characters each, assuming a typewriter that types 12 characters to the inch. It is essential that this format be followed since the description in the computer printed TIP will be precisely the same, that is, look the same as if it had been photographed, as the text that is typed on the submittal forms. Up to a maximum of nine lines may be used.

Beginning on a separate line, type in such other comments as might be appropriate. For appropriate type comments, and general format of project description, please look through the published FY 1979-1983 TIP.

#### Phase

Enter a P for Preliminary Engineering, a R for Right of Way, or a C for Construction.

#### FY

The annual element for the FY 1980-1984 TIP is identified as FY '80 and an 80 must be used for all new projects and all carryover projects that are to be part of the annual element. For future year projects utilize the appropriate digits 81, 82, 83 or 84. If a phase is scheduled for beyond FY '84, enter the estimated FY.

#### Current Total Dollars, Escalation Rate, and Escalated Total Dollars

AB 402 requires the inclusion of both a current total cost and an escalated total cost. The escalation rate to be used for different types of projects, or different phases, will be set with submitting agencies by the CTC's, VCAG or IVAG. The agency, using that rate, must then fill in all columns on the form. Thus if the rate were 8%, the fiscal year 82, and the current estimated cost \$100 (for \$100,000), the entry would look like this:

100	8	117
-----	---	-----

#### Fund Breakdown

The escalated total cost must be broken down into the separate funding sources. Note that the current total, escalated total, and each separate fund estimate, must be rounded to the nearest \$1,000 with no use of decimal points. Do not, for example, in the above example, enter 116.6. In some rare occasions a total project cost is less than \$500 (i.e. an Article 8 streets and roads project). Even if only \$200, it should be entered as 1, for \$1,000, rather than 0.

It is necessary that the individual fund entries add up to the total escalated cost, without rounding errors. Thus if the total is \$101,000, to be born equally by two funds, each for \$55,500, enter the total as 101, then enter one of the funds as 56 and the other as 55. It does not matter which, and for the purposes to which the TIP is used it is immaterial. However, the computer will check the totals as a means of catching more serious errors.

### 3.11 (cont.)

#### Primary Fund Code

If any federal funds are to be used, then these are the primary fund, and enter the three character code for those funds, e.g. FAU or SFS, etc. See Section 8.2 for a complete list of fund codes. If no federal funds are to be used, but state funds are to be used, then the state funds constitute the primary fund code, and this code should be entered. If no federal or state, then the TDA funds, for example, TDA 08, become the primary fund source.

If a project is to be funded jointly by more than one federal fund source, it is required to split the listing into two projects, each showing that portion of the funds that are to be supplied by that fund source. Incidentally, the A-95 # will be the same for each project, but will carry a subscript, such as LA0123AH1 and LA0123AH2.

Where there are state funds included in a project for which the primary fund is a federal fund, it will be assumed that the state funds represent state highway funds. If this is not true, or if any other situations arise not covered by the simple procedure discussed here, then enter the fund amounts in the manner which seems most appropriate and include suitable comments in the project description section. Suitable comments should also be included when there is more than one source of funds (for example, SEE ALSO FAI FUND LISTING) or when a project is split between counties (SEE ALSO IN SBD COUNTY) and so forth.

#### Project Type

Enter the most appropriate three digit project type as previously discussed.

#### Urbanized Area

See the code list in Section 8.5.

#### Functional Classification

See the code list in Section 8.4.

#### Length

Enter in miles and tenths, as appropriate.

#### Lanes Added

For projects in which lanes are added, the number of lanes added.

#### Signalized Intersections

For a signalization project, the number of intersections signalized.



### 3.11 (cont.)

#### ADT

Current Average Daily Traffic on the route that is to be improved, as estimated prior to the improvement being made. Round to the nearest 1000. Enter ADT only for TSM and System Development related projects. Please refer to the Project Types List for a list of those types of projects. Projects submitted by Caltrans will also include the Caltrans Program Code, the number of ramps in a ramp metering project, and the number of bypass lanes in a bypass lane project. These are shown in the highway form but agencies other than Caltrans should leave these columns blank.

SCAG FY 1980-1984 TIP

## HIGHWAY PROJECTS

County Los AngelesPrepared by Jane SmithPage 1 of 9Agency City of Los AngelesDate 11/25/78 Phone # 213-777-6543Agency Code L56

C/O	A-95 #	PROJECT DESCRIPTION & COMMENTS Route Improvements Comments	Phase	FY	Funds in \$1,000's						Project Type	Urb area	Func. Cl	Length	Lanes ad	Intersect.	ADT	Program Code	# of ramps	Bypass lanes
					Current \$	Rate	Escal. \$	Primary Fund. Cd.	Fed. \$	State \$	TDA \$	Local \$								
C	LA4940AH	Devonshire St - Louise Ave to Zelzah Ave Widen Street from 2 to 4 lanes	P	80	42	6	45	FAU	37			8	144	L	C	1.2	2	40		
			R	81	60	6	64		53			11								
			C	82	80	8	86		71			15								
		Normandie Avenue 228TH St to Harbor City Pass Construct off-road bicycle path along adopted bicycle route within existing and abandoned railroad R/W. Abandoned Railroad Account Funds	R	80	580	6	615	NTA	492			123	243			1.3				
			C	80	222	8	240		216			24								
		TDA 08 Funds - City of Los Angeles - TSM Minor Improvements		80	200	8	216	TDE			216		301	L						

3.12

Sample Highway Projects Submittal Form





Part Four  
TIP Transit Projects  
Submittal Instructions

4.1 General Instructions

Part Four contains instructions for those agencies seeking Federal transit funds (i.e., UMTA Section 3, UMTA Section 5, FAU, UMTA 16(b)(2) funds, state transit funds (i.e., SB 283 funds) and TDA (SB 325) Article 4, Article 4.5 or Article 8 funds. Instructions regarding the preparation of the forms are detailed below and on the following pages. TDA and UMTA grant recipients must list all projects regardless of fund source for the five-year period (FY '80-'84). Ridesharing projects should be included with highway projects. For submittal instructions for RTDP projects, please contact SCAG.

4.2 Forms

Two types of forms are required by agencies making submittals for transit projects. These are the TIP Transit Projects Form; and the Federal Assistance Form 424. In FY '79 there were separate forms for transit capital and transit operations - in FY '80 the same form is used for both. In fact, operating and capital projects may be intermixed on the same submittal sheet.

Form 424 is completed for federally funded projects in the Annual Element (FY '80) only. A sample of Form 424 with accompanying instructions is included in Part Six. A sample copy of the Transit Projects form with accompanying instructions appears on the following pages.

4.3 Project Types

A list of the FY '80 TIP PROJECT TYPES is provided as Part Five. As shown, each project type is identified by a three digit Project Type Code. In order to meet various federal and state reporting and analysis regulations it is imperative that those submitting projects provide each project with the most appropriate project type code for that project. The first digit of the Project Type Code identifies whether a project is Type I, II and III. Unlike the procedures for FY '79, Type I, II and III projects may be intermixed and reported on the same sheet of the Transit Project Form. The computer, using the three digit project type code, can then separate these projects onto separate pages of the computer printout as might be desired for subsequent TIP review. Please carefully review the TIP Project Type list in Part Five before filling out the Transit Project Form.

4.4 Carryover Projects

Projects which appeared in the Annual Element of the FY 1979-1983 TIP, and for which Federal approval is not expected prior to July 1, 1979, should be carried over into the FY 1980-1984 TIP. These projects should be resubmitted as new projects, except that the A-95 # from the FY 1979-1983 TIP must be

#### 4.4 Carryover Projects (cont.)

included, and a "C" should be entered in the "Carryover" column on the form. For new projects the A-95 # is left blank and is supplied by SCAG and the "Carryover" column is left blank. Also, see the discussion in Section 1.9.

#### 4.5 Five-Year Program of Projects

All agencies will be required to submit a full five-year program of projects (FY '80-'84).

#### 4.6 Special Instructions for TDA Claimants

Transit operators planning to file TDA (SB 325) claims during the five-year period beginning with FY 1980 should estimate their future years' requirements for TDA funds based on figures contained in their Short Range Transit Plan, and upon current allocations. Inclusion of TDA estimates in the TIP does not constitute a claim application for the funds. Eligible transit operators must still file TDA claims in accordance with SCAG's TDA Guidelines (to be transmitted at a later date).

#### 4.7 FAU Funds

Transit operators requesting FAU funds in their TIP submittals are reminded that prior approval must be obtained from county FAU committees (except in L. A. County). In Orange, Riverside and San Bernardino counties the County Transportation Commissions approve FAU projects. SCAG will accept for processing projects which have not received FAU committee approval, but such projects will not be included in the TIP until such approval is obtained.

In every county, agencies will list their transit FAU projects individually.

#### 4.8 UMTA Section 3 and 5 Funds

UMTA grant applications should be consistent with funding needs as identified in the TIP. Section 5 and Section 3 fund requests will be checked for consistency with available resources and with the agency's Short Range Transit Plan (SRTP).

#### 4.9 Special Efforts for the Semi-Ambulatory or Wheelchair-Bound

The TIP Transit Information Forms contain a "Special Efforts" column to indicate the amount of money being spent to benefit the semi-ambulatory or wheelchair bound. If an operator chooses to use Section 5 equivalency as the means of meeting UMTA's special efforts requirement, the following guidelines, adopted by SCAG's TAC on November 9, should be used:

- 1) If the target population of a service is semi-ambulatory or wheelchair bound only, the entire capital cost and operating expense is applicable.

#### 4.9 Special Efforts for the Semi-Ambulatory or Wheelchair-Bound (cont.)

- 2) If the target population included other groups as well, only those facilities specifically required for the semi-ambulatory and wheelchair bound (such as lifts, kneeling features, etc.) and that portion of the operating costs attributable to the ridership who are semi-ambulatory and wheelchair bound are applicable.

Any questions regarding the special efforts requirements should be directed to Marily Westfall, at 385-1000, extension 279.

#### 4.10 Consistency with Short Range Transit Plans (S RTP's)

Data submitted for inclusion in the TIP should be consistent with financial data contained in the operator's current Short Range Transit Plan. Operators wishing to submit TIP data which is different from that contained in their current Short Range Transit Plans should supplement their submittal with appropriate operating, planning, and financial data to justify the change.

#### 4.11 Project Location Maps

A map (or maps, as required), preferably on letter or legal sized paper, should accompany each transit operator's submittal, indicating the location of major fixed facilities and ROW acquisitions only.

#### 4.12 Detailed Instructions for Completing the Transit Project Submittal Form

Any type of project, capital or operating, from any fund source, may be entered on the same reporting sheet.

County, Agency and Agency Code. Enter the name of the county and the submitting agency, and also enter the three character agency code. A list of agency codes is provided in Section 8.1.

Carryover Column. ("c/o"). If a carryover project, enter the letter "C".

A-95 # and Item #. Leave blank for new projects. For carryover projects insert the A-95 #, but not the item number, from the published FY 1979-1983 TIP.

Project Description and Comments. The forms have been so designed as to accommodate type description lines of a maximum of 40 characters each, assuming a typewriter that types 12 characters to the inch. It is essential that this format be followed since the description in the computer printed TIP will be precisely the same -- that is, look the same as if it have been photographed -- as the text that is typed on the submittal forms. Up to a maximum of nine lines may be used. Please see the published FY 1979-1983 TIP for examples of the types of project descriptions and comments.

For transit operating projects always use the following first line for the project description:

FY nn OPERATING ASSISTANCE



## Project Description and Comments (Cont.)

Where nn is the year of operations. Because of carryover projects it is possible to have in the same annual element of the TIP (and both projects will carry an 80 in the FY column to indicate that these are in the annual element) operating assistance projects for prior years. Thus, three projects might occur as follows in the FY 1980-1984 TIP:

FY 79 OPERATING ASSISTANCE	80
FY 80 OPERATING ASSISTANCE	80
FY 81 OPERATING ASSISTANCE	81

The first two projects are each in the annual element.

The FY 79 project must be included if it is still a pending grant at UMTA.

After this first line include such information as FIXED-ROUTE SYSTEM or DIAL-A-RIDE SYSTEM, and such other descriptive information as might be appropriate, and then, any comments. It is not necessary to use the comment c/o as was done in FY 79 since the A-95 # and "c/o" column will adequately indicate whether this is a new project or prior project.

For transit capital projects, there should be enough detail in the description to allow review of the project and to distinguish it from other projects submitted by the same agency.

Bus acquisitions should be described by size (# of passengers), number of vehicles, whether the vehicles are replacements or additions, and type of E & H equipment, if any.

Facilities should be described by type of facility, location and phases (PE, R/W, Construction). Maintenance facilities should also be described by the number of service bays and the number of buses it is intended to serve. Each phase should be listed separately, with its corresponding fiscal year and funds requested.

Be sure to briefly describe for each capital project any special equipment to be used to increase accessibility of elderly and/or handicapped patrons.

### Phase

For transit capital projects for which this is appropriate (facility construction) utilize P for preliminary engineering, R for right-of-way, and C for construction. For other projects this column should be left blank.

### FY

The project fiscal year. For future projects enter 81, 82, 83 or 84. For projects in FY 1980, and any carryover projects -- that is, all projects which are to be included in the annual element -- use 80.

### Total Cost

All dollar amounts, for the total cost and for each separate funding source, are to be entered to the nearest \$1,000. Do not use decimal points. Thus if the total cost is \$101,000 and there are two funding sources, each contributing \$55,500 to the total, report the total as 101, one of the funds as 56 and the other 55. It is important that the sum of the amounts for the separate funding sources add up to the total cost. If any amount is less than \$500, round it up and report it as 1.

### Primary Fund Code

If there are any federal funds included, they represent the primary fund source, and enter the code, e.g., UST, FAU, etc. See the fund codes in Section 8.2. If there are no federal funds, but there are state funds (note: TDA funds are not considered to be state funds), then enter the code for the state funds. If there are neither federal nor state, but there are TDA funds, then enter the code for the TDA funds, e.g. TDF.

Only certain primary federal funds -- UMTA Section 3, UMTA Section 5, FAU, and 16(b)2 are considered as a primary fund source, and are to be entered under the column federal funds. Other federal fund sources, such as CETA, Section 9, sometimes contribute to the total budget, and must be included if the sum of the separate funds are to add up to the total budget. The sum of all such secondary federal funds are to be included in the "Other Fed." column. If more than one source of primary federal funds are part of a single project, e.g. UMTA Section 3 and FAU, then the project must be split into two projects, one for each of the funds, and each separately listed in the TIP.

### TDA Funds

Enter the TDA funds irrespective of the source year. Enter the TDA amount even though the amount will be allocated to a reserve for a future capital project rather than disbursed; and, also include the amount of any prior years reserves that are to be drawn down.

### Fares and Local Funds

These include all funds from any source other than federal, state, or TDA. Unlike the forms used for the FY '79 TIP, no distinction is made here between operating and non-operating funds. Rather, enter the total of all such "local" funds.

### Project Type

Enter the three digit project type code. See Section 8.3.

### Urbanized Area

Enter the urbanized area code. See Section 8.5.

### Special Efforts

For each project, enter the amount of funds (rounded to nearest thousand) that will be used to benefit the semi-ambulatory or wheelchair-bound. See Section 4.9 for the method to calculate Special Efforts.

### Number of Buses and Number of Spaces

For bus acquisition enter the number of buses; for a facility or parking structure, enter the total number of parking spaces. However, in addition to placing this information in the Special columns, also please include it on the wording in the description.



SCAG FY 1980-1984 TIP

TRANSIT PROJECTS

County Orange

Prepared by John Brown

Page 1 of 6

Agency OCTD

Date 11/20/78 Phone # 714-123-4321

Agency Code GCT

c/o	A-95 #	PROJECT DESCRIPTION & COMMENTS	Phase	FY	Funds in \$1,000's								Project Type	Urb Area	Special Effort \$	# of busses	# of spaces
					Total \$	Primary Fund cd.	Primary Fed. \$	Other Fed. \$	State \$	TDA 04 \$	TDA 4.5 \$	TDA 08 \$	Fares & Local \$				
		Purchase of 10 passenger shelters Continuation of shelter program		80	33	TDF				33				252	L	0	
		Three 15 passenger replacement busses equipped with lifts for handicapped Service for semi-ambulatory & wheelchair users only		81	300	UST	240						60	151	L	300	3
C	OR2245MT	FY 79 Operating Assistance		80	42691	USF	16872	306	100	13428			11985	171	L	904	
		FY 80 Operating Assistance		80	53491	USF	22747	287	100	15588			14769	171	L	1129	
		FY 81 Operating Assistance		81	64385	USF	27618	354	100	19271			17042	171	L	1322	



## Part Five Project Types

### 5.1 Project Type Guidelines

The following discussion should aid project sponsors in determining whether a project is a Type I, Type II or Type III. Once the type is determined, project sponsors should refer to the FY '80 TIP Project Types list in Section 5.2 to determine which subcategory relates to that project. The three digit code associated with the subcategory should be entered in the "Project Type" column on the TIP submittal form for each project.

#### Type I Projects

Type I projects are those which, because of their impact, are considered to be of sufficient importance for intensive review by SCAG and the County Transportation Commissions. Any project that relates to a Type I subcategory in the Project Types list will be individually listed on the TIP form with the appropriate code, regardless of cost.

#### Type II Projects

Type II projects (primarily projects to be implemented by local agencies) are those which should be individually listed to comply with TIP, A-95, or Section 105 requirements, but which are generally not of sufficient significance for intensive review by SCAG nor the CTC's.

Type II projects must meet one of the following criteria:

- 1) Highway or Transit projects, not included in Type I which are a "major action" under NEPA<sup>1</sup> or which require an EIR under CEQA.<sup>2</sup>
- 2) Non-Type I FAU (Federal Aid Urban) funded projects in the counties of Orange, Imperial, Riverside, San Bernardino and Ventura Counties.
- 3) Projects required to be individually listed per AB 402 Guidelines. (i.e., State Highway Planting Program, Aeronautics projects).<sup>3</sup>
- 4) Any project, not a Type I, which meets one or more of the following criteria:
  - a) Construction cost is \$200,000 or more.
  - b) The project will change existing access control to freeways.
  - c) Major Right of Way Acquisition required (involved buildings and/or relocation).

<sup>1</sup>Refer to Appendix for Federal definition of "major action."

<sup>2</sup>Please refer to the document "State EIR Guidelines", State of California, California Administrative Code, Title 14, Division 6, Chapter 3.

<sup>3</sup>Section 8120(b)



## 5.1 Project Type Guidelines (cont.)

Any Type II project included in Caltrans' lump sum listings for the proposed STIP must be individually listed to comply with the above criteria.

The construction phases of projects determined to be "major actions" should not be listed in the Annual Element (FY '80) unless the draft EIS or negative declaration will be completed by the beginning of the fiscal year (July 1, 1979).

### Type III Projects

Type III projects consist of minor, routine projects which will not be individually listed in the TIP, but will be included in lump sum listings by fund source for the implementing agency or county. Type III projects are exempt from regional A-95 review procedures.

Exception: All FAU-funded transit projects<sup>1</sup> and FAU-funded highway projects in Orange, Imperial, Riverside, San Bernardino and Ventura Counties<sup>2</sup> must be individually listed. Certain minor projects (i.e. State Highway Planting Program and Aeronautics projects) must be individually listed per Section 8120(b) of the 402 TIP Guidelines.

Local highway projects that are classified as "Minor Improvements" can be grouped into two line items per fund category, and implementing agency. One line item would include the TSM-related minor improvements and the other line item would include Rehabilitation and Maintenance of the System related projects. Examples would be: "FAU Funds, City of Pasadena, TSM Minor Improvements" and "FAU Funds, City of Pasadena, Rehabilitation and Maintenance of the System Minor Improvements." Caltrans will list their line items by subprogram category.

The definition of "Minor Improvement" is as follows:

- a) Less than \$200,000 in construction cost.
- b) The project will not change any existing access control to freeways.
- c) No new Right of Way Acquisition required except for very minor land acquisition (no buildings or relocation involved).
- d) Appears to qualify as a non-major action under FHFM 7-7-2 (If determined not to qualify when reviewed by FHWA, the project will have to be individually listed).

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<sup>1</sup>UMTA requires that all TIP transit projects be individually listed except for service vehicles, equipment and office equipment and furnishings.

<sup>2</sup>That subregional agencies in these counties (CTC's, IVAG, VCAG) have requested that all FAU projects be individually listed.

## 5.1 Project Type Guidelines (cont.)

A highway project must meet all of the above criteria plus must not correspond to any Type I subcategory in order to qualify as a Type III project. If a project does not qualify as a Type III project, it should be listed as a Type II or Type I (see Project Type list for identification of Type I and Type II projects).

PE and ROW for construction projects that meet the "Minor Improvements" definition can also be funded by FHWA without the need for the individual listing of that phase of work in the TIP.

The only transit projects that may be listed as a line item are service vehicles, service and maintenance equipment and office equipment and furnishings.

Any individual project that meets the minor improvement definition, with the exceptions noted, can then be funded by FHWA or UMTA without the need for the individual listing of that project in the TIP.

Please note that funds for highway or transit projects individually listed as Type I or Type II should not be included in line item entries.

## 5.2 Project Types List and Definitions

The following chart illustrates the subcategories of projects to be included within each project type, definitions, plus the 3 digit code to be entered on the TIP submittal form for each project. Each project is divided into Transportation Systems Management, System Development and Rehabilitation and Maintenance of the System projects. Caltrans Program codes have been identified in "( )" next to the project subcategories to show the correspondence between the SCAG Regional Project Types List and the Caltrans Program Code System. These Caltrans codes will be used in the prioritization process. A Project Types List without definitions appears in Section 8.3 for ease in coding projects.





## 5.2

FY '80 TIP PROJECT TYPES

## TYPE I PROJECTS

## Highways

## Transportation Systems Management (TSM)

The TSM highway subcategories include projects that improve the quality of traffic flow along existing roads by reducing congestion and driver aggravation.

These projects which are categorized as HB4, System Operational Improvements per the Caltrans Program Coding System, are different from New Highway Construction in that: (1) existing and future long-range system master plans and often even current design standards are not necessarily a major consideration; (2) route adoptions, freeway agreements, public hearings and right of way purchases are usually not involved; (3) many System Operational Improvement projects involve short lead times; (4) only work along existing roads is included.

## Freeways (HB42)

- 101 Ramp Metering - installation of metering devices on existing  
freeways including any necessary ramp or local  
road revisions.
- 102 Bypass Lanes - construction or provision of bypass lanes on  
freeway ramps for priority treatment for high  
occupancy vehicles.
- 103 Freeway-to-Freeway Metering - installation of metering devices  
between 2 existing freeways.
- 104 Freeway Widening (express lanes) - widening for the provision of  
exclusive lanes for buses, vanpools and carpools.
- 105 Freeway Widening (congestion reduction) - includes auxiliary lanes  
to reduce congestion at bottleneck locations or to  
connect on ramps and off ramps. However, through  
lanes added as a part of normal expansion are New  
Highway Construction. These widenings are for  
reducing freeway congestion and its side effects.  
Congestion is defined as stop-and-go operation, not  
just "heavy traffic."
- 106 Fringe Parking (Park & Pool) - includes a system of fringe area  
parking facilities to encourage shifts to higher  
occupancy vehicles. See Code 153 for transit  
related Park & Ride lots.

Note: For additional definitions for those project types that carry a Caltrans program code (i.e., HB42, HA22), please refer to the Caltrans "Program Definitions for the California Transportation Program", March 1976.

Highways (cont.)

## Transportation Systems Management (cont.)

111 Non-Freeway State Routes (HB44)

Non-Fwy. State Rte. Widening (congestion reduction) - includes widening to improve traffic flow and reduce congestion. Typical projects include widening a bridge to match the number of lanes on its approaches, widening intersections for signalization, and widening to accommodate high occupancy vehicles (i.e. contraflow lane). Upgrading a two-lane highway to improve the standards of grade and alignment is Non-Freeway State Route Construction. Occasionally narrow two-lane highways are widened without improving the grade or alignment or adding through lanes but solely to achieve improved service. They can be Non-Freeway State Route Widenings (HB44) provided that safety is not the primary purpose and provided that the existing paved roadbed is retained and followed for virtually all of the project length.

112 Computerized Traffic Control Systems - includes Uniform Traffic Control (UTC), signal interconnect systems, etc. on the State Highway Network.Surface Streets -121 Projects for Preferential Treatment - includes contraflow lanes, reversible lanes, bus only left turn lanes, between bus operator and city, or by a single agency, on surface streets.131 Ridesharing - includes carpool, vanpool projects, Commuter Computer, Regional Ridesharing Program.

## System Development

Type I System Development Highway projects provide facilities which furnish new service on the State Highway System. Typical projects are: construction new routes; all new interchanges; all stage construction (examples include planned addition of freeway through lanes); construction of new through lanes regardless of length except as noted under Freeway Widening (HB42) and Non-Freeway State Route Major Widenings (HB44); main line construction on new horizontal or vertical alignment to supplement or replace existing facilities; and upgrading two-lane highways to improve the standards of grade and alignment.

TYPE I PROJECTSHighways (cont.)

## System Development (cont.)

Freeway Construction (HE1)

- 141 New Construction - includes the construction of a new segment or route and interchanges.
- 142 Freeway Widening - includes construction on existing routes (widening, through lanes, etc.) Refer to TSM-related Freeway Widening for exclusions in this category.

Non-Freeway State Route Construction (HE1)

- 143 New Routes - includes construction of new routes.
- 144 Major Widening - includes construction (widening, through lanes) on existing routes. Refer to TSM related Non-Freeway State Route Widening for exclusions in this category.
- 145 New Toll Bridge Construction (HE2) - includes construction on the Vincent Thomas Bridge.

TYPE I PROJECTSTransit

## Transportation Systems Management (TSM)

- 151 Acquisition of Revenue Vehicles for Replacement
- 152 Acquisition of Revenue Vehicles for Expansion - adding vehicles to reduce headways, and/or to maintain an existing level of service.
- 153 Park and Ride Lots - for transit use. See Code 106 for carpool, vanpool - related Park & Pool lots.

## System Development

- 161 Acquisition of Revenue Vehicles for Expansion - adding new service in areas not currently served by transit.
- 162 ROW Acquisition - for transit system use.
- 163 Transportation Centers
- Regional Transit Development Program (RTDP) (MB22 - Prop. 5)
- 165 Freeway Transit (bus acquisition for RTDP) station construction  
exclusive bus/carpool lanes, etc.)
- 166 Los Angeles CBD Circulation/Distribution including Downtown People Mover
- 167 Regional Core Rapid Transit (Los Angeles County)
- 168 Fixed Guideway Systems (non-RTDP) (MB22 - Prop. 5)

## Rehabilitation and Maintenance of the System

- 171 Operating Expenses
- 172 Maintenance & Operating Facilities



## TYPE I PROJECTS

### Aeronautics (AB2)

Code

#### Transportation System Management (TSM)

- 181 Drift-off System R/W and T/W Design Projects
- 182 High Speed Turnoff Design Projects
- 183 Dual Parallel Taxiway Projects
- 184 Engine Run-Up Bypass Lane Projects
- 185 Short Airport Lighting System

#### System Development

- 191 Airfield Area-new construction
- 192 Land Acquisition

## TYPE II PROJECTS

### Highways

#### Transportation System Management (TSM)

Traffic Operational Improvements (HB44) - These improvements are designed to make more efficient use of existing roadway facilities by directly controlling the flow of traffic.

- 201 Signalization - any signalization project except signal interconnect systems, UTC's, etc. See codes 203 & 112 for these exceptions.
- 202 Signing, restriping, channelization
- 203 Uniform Traffic Control (UTC) on Non-State Route, Streets & Roads - computerized network of signals, signal progression system, etc. on Non-State Route, Streets & Roads.
- 204 Non-State Highway Widening (congestion reduction) - includes widening to improve traffic flow and reduce congestion. Typical projects include widening a bridge to match the number of lanes on its approaches, widening intersections for signalization, and widening to accommodate high occupancy vehicles (i.e. contra-flow lane). Upgrading a two-lane highway to improve the standards of grade and alignment is New non-state Highway Construction. Occasionally narrow two-lane highways are widened without improving the grade or alignment or adding through lanes but solely to achieve improved service. They can be Non-State Highway Widening (HB44) provided that safety is not the primary purpose and provided that the existing paved roadbed is retained and followed for virtually all of the project length.

#### Bicycle and Pedestrian Facilities

- 211 New Bicycle Facilities (Class II & Class III) (HC7) - includes signing and striping.
- 212 Sidewalk & Sidewalk Ramps
- 213 Pedestrian Overcrossings

TYPE II PROJECTSHighways (cont.)

## Rehabilitation and Maintenance of the System

Operational Improvements (HB) (On Existing State & Non-State Highways or Streets)

- 221      Safety Improvements (HB1) - includes projects for which the prime purpose is to reduce the number or severity of accidents on the existing highway system. It does not include re-location of existing highways or projects which would add new through lanes or upgrade existing highways or projects where the prime purpose is to reduce congestion.
- Projects may be at spot locations needing a safety improvement such as traffic signals, wet pavement corrections and curve corrections, or they may be system-wide improvements such as edge lines and the conversion of ground mounted signs to breakaway signs.
- 222      Community Noise Attenuation (HB311) - soundwalls, etc.
- 223      School Noise Attenuation (HB312) - soundwalls, etc.
- 224      Highway Planting (HB32)
- 225      Safety Roadside Rest Areas (HB33)
- 226      Roadside Enhancement (HB34)

Rehabilitation (HA) (On Existing State & Non-State Highways or Streets)

- 231      Land, Buildings and Facilities Improvement (HA1)
- 232      Bridge Reconstruction (HA21)
- 233      Roadway Reconstruction (HA22)
- 234      Major Damage Restoration (HA23)
- 235      Highway Planting Restoration (HA25)
- 236      Safety Roadside Rest Area Restoration (HA26)
- 237      Resurfacing (HA3)
- 238      Protective Betterments (HA4) - includes drainage canals, curbs, gutters, culverts, etc.
- 239      Disaster Restoration (HA24)

## System Development

Type II System Development highway projects provide facilities which furnish new service on Non-State Highways and Streets.

Non-State Highway or Street

- 241      Non-State Highway Widening - includes widenings of 1 lane or more on existing routes. Refer to TSM-related Non-State Highway Widening (congestion reduction) for exclusions in this category.
- 242      Construction of New Street or Non-State Highway - includes construction of new routes.
- 243      New Bicycle Facilities Construction (Class I (separated lanes) only)) (HE3) - includes construction of separated lanes only.

TYPE II PROJECTS

Code

Transit

Transportation Systems Management (TSM)

- 251 Bus Turnout Lanes - for exclusive use by buses
- 252 Bus Shelters, Benches - Passenger amenities
- 253 Bus Signs - Passenger information systems
- 254 Management Information Systems - includes Project FARE Systems Implementation

TYPE II PROJECTS

Aeronautics (AB2)

Rehabilitation and Maintenance of the System

- 295 Airfield Area - rehabilitation

TYPE III PROJECTS

Highways (Line Items)

Transportation Systems Management (TSM)

- 301 Minor Highway Projects - less than \$200,000 each in construction cost that meet the minor improvements criteria and are not TSM-related, except as provided by Section 8120(b) of the 402 TIP Guidelines. See Type II TSM categories for examples of TSM-related projects.

Rehabilitation and Maintenance of the System

- 321 Minor Highway Projects - less than \$200,000 each in construction cost that meet the minor improvements criteria and are not TSM-related, except as provided by Section 8120(b) of the 402 TIP Guidelines. See Type II Rehabilitation and Maintenance of the System categories for examples of projects in this category.

TYPE III PROJECTS

Transit

Transportation System Management (TSM)

- 351 Service Equipment - includes fareboxes, radios, etc.



Code

TYPE III PROJECTS

Transit (cont.)

Rehabilitation and Maintenance of the System

- 371 Service Vehicles
- 372 Maintenance Equipment
- 373 Office Equipment and Furnishings

TYPE III PROJECTS

Aeronautics (AB2)

Transportation System Management (TSM)

- 381 Minor Aeronautics projects (under \$200,000 in construction cost) grouped as line items for FY's '82, '83, '84 that are TSM-related (see Type I Aeronautics categories). FY '80 and '81 projects must be listed individually.<sup>1</sup>

Rehabilitation and Maintenance of the System

- 395 Minor Aeronautics projects (under \$200,000 in construction cost) grouped as line items for FY's '82, '83, '84 that are Maintenance of the System-related (see Type II Aeronautics categories). FY '80 and '81 projects must be listed individually.<sup>1</sup>

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<sup>1</sup>Section 8120(b) of 402 TIP Guidelines



Part Six  
Federal Assistance Form 424

6.1 General Instructions

The Federal Assistance Form 424 (which replaces the CA-189 Form) is to be submitted for each project programmed in the Annual Element (FY '79) in which federal funds are requested. Please note that on the attached form, SCAG has added an environmental document review status section to Section IV, "Remarks" on page 2 of the 424 form. If your form does not contain this added section, please add the following to Section IV "Remarks," on page 2 of the 424 Form, and check the appropriate box.

IS ENVIRONMENTAL DOCUMENT REVIEW REQUIRED    YES <input type="checkbox"/> NO <input type="checkbox"/>		e Will the project require relocation? YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes <input type="checkbox"/>	Environmental Impact Statement (Report) Attached (20 copies) <div style="margin-left: 20px;"><input type="checkbox"/> Draft EIR                      <input type="checkbox"/> Final EIR</div> <input type="checkbox"/> Negative Declaration Attached (20 copies) <input type="checkbox"/> None attached - Document Will Be Forwarded On Approximately _____ <div style="margin-left: 100px;">Mon                      Day                      Year</div>	
If No <input type="checkbox"/>	Federal Program Does Not Require An Environmental Document <input type="checkbox"/> Project Exempt Under State Categorical Exemption, Class _____	

SCAG will send copies of this form for non-categorically exempt projects to OPR for state clearinghouse review, along with the TIP document. Categorically exempt TIP projects will receive a single sign-off letter from OPR, which, when received by SCAG, will be distributed to all agencies.





FEDERAL ASSISTANCE			2. APPLICANT'S APPLICATION		a. NUMBER		3. STATE APPLICATION IDENTIFIER		a. NUMBER	
1. TYPE OF ACTION <input type="checkbox"/> PREAPPLICATION <input type="checkbox"/> APPLICATION (Mark appropriate box) <input type="checkbox"/> NOTIFICATION OF INTENT (Opt.) <input type="checkbox"/> REPORT OF FEDERAL ACTION			b. DATE Year month day 19		b. DATE Year month day 19		b. DATE Year month day 19		b. DATE Year month day 19	
4. LEGAL APPLICANT/RECIPIENT			5. FEDERAL EMPLOYER IDENTIFICATION NO.		6. PROGRAM (From Federal Catalog)		a. NUMBER		b. TITLE	
a. Applicant Name : b. Organization Unit : c. Street/P.O. Box : d. City : e. County : f. State : g. ZIP Code : h. Contact Person (Name & telephone No.) :										
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT			8. TYPE OF APPLICANT/RECIPIENT		9. TYPE OF ASSISTANCE		10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.)		11. ESTIMATED NUMBER OF PERSONS BENEFITING	
			A-State B-Interstate C-Substate D-County E-City F-School District G-Special Purpose District H-Community Action Agency I-Higher Educational Institution J-Indian Tribe K-Other (Specify):		A-Basic Grant B-Supplemental Grant C-Loan D-Insurance E-Other					
			Enter appropriate letter <input type="checkbox"/>		Enter appropriate letter(s) <input type="checkbox"/>					
			A-New B-Renewal C-Revision D-Continuation E-Augmentation		Enter appropriate letter <input type="checkbox"/>					
13. PROPOSED FUNDING			14. CONGRESSIONAL DISTRICTS OF:		15. TYPE OF CHANGE (For 12c or 12e)		16. PROJECT START DATE Year month day 19		17. PROJECT DURATION Months	
a. FEDERAL \$ .00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$ .00			a. APPLICANT b. PROJECT 16. PROJECT START DATE Year month day 19 17. PROJECT DURATION Months		A-Increase Dollars B-Decrease Dollars C-Increase Duration D-Decrease Duration E-Cancellation F-Other (Specify):		18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY Year month day 19		19. EXISTING FEDERAL IDENTIFICATION NUMBER	
					Enter appropriate letter(s) <input type="checkbox"/>					
20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code)			21. REMARKS ADDED							
			<input type="checkbox"/> Yes <input type="checkbox"/> No							
22. THE APPLICANT CERTIFIES THAT			a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved. (1) (2) (3)		b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:		No response <input type="checkbox"/> Response attached <input type="checkbox"/>			
23. CERTIFYING REPRESENTATIVE			a. TYPED NAME AND TITLE		b. SIGNATURE		c. DATE SIGNED Year month day 19			
24. AGENCY NAME										
25. ORGANIZATIONAL UNIT			27. ADMINISTRATIVE OFFICE		28. FEDERAL APPLICATION IDENTIFICATION		29. ADDRESS		30. FEDERAL GRANT IDENTIFICATION	
31. ACTION TAKEN			32. FUNDING		33. ACTION DATE Year month day 19		34. STARTING DATE Year month day 19		35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)	
<input type="checkbox"/> a. AWARDED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR AMENDMENT <input type="checkbox"/> d. DEFERRED <input type="checkbox"/> e. WITHDRAWN			a. FEDERAL \$ .00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$ .00				36. ENDING DATE Year month day 19		37. REMARKS ADDED	
									<input type="checkbox"/> Yes <input type="checkbox"/> No	
38. FEDERAL AGENCY A-95 ACTION			a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made.		b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)					

**SECTION IV-REMARKS** (Please reference the proper item number from Sections I, II or III, if applicable)

IS ENVIRONMENTAL DOCUMENT REVIEW REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>		Will the project require relocation? YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes <input type="checkbox"/>	Environmental Impact Statement (Report) Attached (20 copies) <input type="checkbox"/> Draft EIR <input type="checkbox"/> Final EIR <input type="checkbox"/> Negative Declaration Attached (20 copies) <input type="checkbox"/> None attached - Document Will Be Forwarded On Approximately _____ Mon _____ Day _____ Year _____	
If No <input type="checkbox"/>	Federal Program Does Not Require An Environmental Document Project Exempt Under State Categorical Exemption, Class _____	



## GENERAL INSTRUCTIONS

This is a multi-purpose standard form. First, it will be used by applicants as a required facesheet for pre-applications and applications submitted in accordance with Federal Management Circular 74-7. Second, it will be used by Federal agencies to report to Clearinghouses on major actions taken on applications reviewed by clearinghouses in accordance with OMB Circular A-95. Third, it will be used by Federal agencies to notify States of grants-in-aid awarded in accordance with Treasury Circular 1082. Fourth, it may be used, on an optional basis, as a notification of intent from applicants to clearinghouses, as an early initial notice that Federal assistance is to be applied for (clearinghouse procedures will govern).

### APPLICANT PROCEDURES FOR SECTION I

Applicant will complete all items in Section I. If an item is not applicable, write "NA". If additional space is needed, insert an asterisk "\*", and use the remarks section on the back of the form. An explanation follows for each item:

- | Item   | Item  |
|--|---|
| 1. Mark appropriate box. Pre-application and application guidance is in FMC 74-7 and Federal agency program instructions. Notification of intent guidance is in Circular A-95 and procedures from clearinghouse. Applicant will not use "Report of Federal Action" box.  | D. Insurance. Self explanatory.   |
| 2a. Applicant's own control number, if desired.  | E. Other. Explain on remarks page.  |
| 2b. Date Section I is prepared.  | 10. Governmental unit where significant and meaningful impact could be observed. List only largest unit or units affected, such as State, county, or city. If entire unit affected, list it rather than subunits.   |
| 3a. Number assigned by State clearinghouse, or if delegated by State, by areawide clearinghouse. All requests to Federal agencies must contain this identifier if the program is covered by Circular A-95 and required by applicable State/areawide clearinghouse procedures. If in doubt, consult your clearinghouse. | 11. Estimated number of persons directly benefiting from project.   |
| 3b. Date applicant notified of clearinghouse identifier.   | 12. Use appropriate code letter. Definitions are:   |
| 4a-4h. Legal name of applicant/recipient, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of person who can provide further information about this request.   | A. New. A submittal for the first time for a new project.   |
| 5. Employer identification number of applicant as assigned by Internal Revenue Service.  | B. Renewal. An extension for an additional funding/budget period for a project having no projected completion date, but for which Federal support must be renewed each year.  |
| 6a. Use Catalog of Federal Domestic Assistance number assigned to program under which assistance is requested. If more than one program (e.g., joint-funding) write "multiple" and explain in remarks. If unknown, cite Public Law or U.S. Code.   | C. Revision. A modification to project nature or scope which may result in funding change (increase or decrease).   |
| 6b. Program title from Federal Catalog. Abbreviate if necessary.   | D. Continuation. An extension for an additional funding/budget period for a project the agency initially agreed to fund for a definite number of years.   |
| 7. Brief title and appropriate description of project. For notification of intent, continue in remarks section if necessary to convey proper description.  | E. Augmentation. A requirement for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged.   |
| 8. Mostly self-explanatory. "City" includes town, township or other municipality.  | 13. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation), indicate only the amount of the change. For decreases enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in remarks. For multiple program funding, use totals and show program breakouts in remarks. Item definitions: 13a, amount requested from Federal Government; 13b, amount applicant will contribute; 13c, amount from State, if applicant is not a State; 13d, amount from local government, if applicant is not a local government; 13e, amount from any other sources, explain in remarks. |
| 9. Check the type(s) of assistance requested. The definitions of the terms are:  | 14a. Self explanatory.  |
| A. Basic Grant. An original request for Federal funds. This would not include any contribution provided under a supplemental grant.  | 14b. The district(s) where most of actual work will be accomplished. If city-wide or State-wide, covering several districts, write "city-wide" or "State-wide."   |
| B. Supplemental Grant. A request to increase a basic grant in certain cases where the eligible applicant cannot supply the required matching share of the basic Federal program (e.g., grants awarded by the Appalachian Regional Commission to provide the applicant a matching share).                               | 15. Complete only for revisions (item 12c), or augmentations (item 12e).  |
| C. Loan. Self explanatory.   |   |

**Item**

16. Approximate date project expected to begin (usually associated with estimated date of availability of funding).
17. Estimated number of months to complete project after Federal funds are available.
18. Estimated date preapplication/application will be submitted to Federal agency if this project requires clearinghouse review. If review not required, this date would usually be same as date in item 2b.

**Item**

19. Existing Federal identification number If this is not a new request and directly relates to a previous Federal action. Otherwise write "NA".
20. Indicate Federal agency to which this request is addressed. Street address not required, but do use ZIP.
21. Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached.

**APPLICANT PROCEDURES FOR SECTION II**

Applicants will always complete items 23a, 23b, and 23c. If clearinghouse review is required, item 22b must be fully completed. An explanation follows for each item:

**Item**

- 22b. List clearinghouses to which submitted and show in appropriate blocks the status of their responses. For more than three clearinghouses, continue in remarks section. All written comments submitted by or through clearinghouses must be attached.
- 23a. Name and title of authorized representative of legal applicant.

**Item**

- 23b. Self explanatory.
- 23c. Self explanatory.

Note: Applicant completes only Sections I and II. Section III is completed by Federal agencies.

**FEDERAL AGENCY PROCEDURES FOR SECTION III**

If applicant-supplied information in Sections I and II needs no updating or adjustment to fit the final Federal action, the Federal agency will complete Section III only. An explanation for each item follows:

**Item**

24. Executive department or independent agency having program administration responsibility.
25. Self explanatory.
26. Primary organizational unit below department level having direct program management responsibility.
27. Office directly monitoring the program.
28. Use to identify non-award actions where Federal grant identifier in item 30 is not applicable or will not suffice.
29. Complete address of administering office shown in item 26.
30. Use to identify award actions where different from Federal application identifier in item 28.
31. Self explanatory. Use remarks section to amplify where appropriate.
32. Amount to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation), indicate only the amount of change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in remarks. For multiple program funding, use totals and show program breakouts in remarks. Item definitions: 32a, amount awarded by Federal Government; 32b, amount applicant will contribute; 32c, amount from State, if applicant is not a State; 32d, amount from local government if applicant is not a local government; 32e, amount from any other sources, explain in remarks.
33. Date action was taken on this request.
34. Date funds will become available.

**Item**

35. Name and telephone no. of agency person who can provide more information regarding this assistance.
36. Date after which funds will no longer be available.
37. Check appropriate box as to whether Section IV of form contains Federal remarks and/or attachment of additional remarks.
38. For use with A-95 action notices only. Name and telephone of person who can assure that appropriate A-95 action has been taken—If same as person shown in item 35, write "same". If not applicable, write "NA".

**Federal Agency Procedures—special considerations**

- A. *Treasury Circular 1082 compliance.* Federal agency will assure proper completion of Sections I and III. If Section I is being completed by Federal agency, all applicable items must be filled in. Addresses of State Information Reception Agencies (SCIRA's) are provided by Treasury Department to each agency. This form replaces SF 240, which will no longer be used.
- B. *OMB Circular A-95 compliance.* Federal agency will assure proper completion of Sections I, II, and III. This form is required for notifying all reviewing clearinghouses of major actions on all programs reviewed under A-95. Addresses of State and areawide clearinghouses are provided by OMB to each agency. Substantive differences between applicant's request and/or clearinghouse recommendations, and the project as finally awarded will be explained in A-95 notifications to clearinghouses.
- C. *Special note.* In most, but not all States, the A-95 State clearinghouse and the (TC 1082) SCIRA are the same office. In such cases, the A-95 award notice to the State clearinghouse will fulfill the TC 1082 award notice requirement to the State SCIRA. Duplicate notification should be avoided.



Part Seven  
GUIDELINES FOR SUBMISSION OF  
TIP PROJECTS TO CTC'S, IVAG  
AND VCAG

Funding Program

Submitting Agency

Urban System

(FAU-Federal Aid Urban)

Local agencies in whose jurisdiction the project is located. (Urbanized and non-urbanized areas).<sup>1</sup> Project must be on approved FAU list before that project can be submitted for the TIP. Caltrans will submit FAU projects on the State Highway System.

Interstate System

(FAI - Federal Aid Interstate)

Caltrans

Primary System

(FAP-Federal Aid Primary)

Caltrans

State Highways on the Urban System

(FAU-Federal Aid Urban)

Caltrans

Minor Federal & State Programs

Section 203, 190 - Railroad Grade  
Crossing Separations

Section 205 - Pavement Marking  
Demonstration Program

Section 209, 210 - High Hazard  
Safety & Roadside Obstacles  
Program

Section 219 - Safer Off System Roads  
Program

Section 230 - Safer Roads Demonstration  
Program

Section 144 - Bridge Replacement Program

Section 204 - Forest Highways

Section 143 - Economic Growth Center  
Highways

SB 283 - Transit Demonstration Program

Caltrans will list these programs as line items by county except for the Safer Off Systems Roads projects over \$200,000, which must be listed individually for county level prioritization purposes.

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<sup>1</sup> A change from the '79 Guidelines. Local agencies instead of Caltrans will submit FAU projects in the non-urbanized areas. This change will relieve Caltrans from coordination problems with the local agencies regarding FAU projects.

Funding Program

Submitting Agency

Federal Aid Secondary  
(FAS)

County Road Department in whose jurisdiction the project is located.<sup>2</sup> Caltrans will submit FAS projects on the State Highway System.

TDA - 821 - Bicycle & Pedestrian  
Funds (by county)

SCAG

TDA, Article 4 (Transit),<sup>3</sup>  
TDA, Article 8 (streets and roads),<sup>3</sup>  
UMTA Section 5,<sup>3</sup> UMTA Section 16(b)  
(2), Proposition 5, and other transit  
related funding sources.

The appropriate transit operator or agency.

CAAP - California Aid to Airports

Caltrans, as part of proposed State TIP.

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<sup>2</sup>A change from the '79 TIP Guidelines. The County Road Depts. instead of Caltrans will submit FAS projects. This change will relieve Caltrans of coordination problems with local agencies regarding the FAS projects.

<sup>3</sup>Must conform to any previously approved allocations.



Part Eight  
FY '80 RTIP Codes

- 8.1 Agency Codes
- 8.2 Fund Codes
- 8.3 Project Type Codes
- 8.4 Functional Classification Codes
- 8.5 Urbanized Area Codes



AGENCY CODES

These codes are arranged alphabetically by county and agencies within counties.

<u>CODE</u>	<u>AGENCY NAME</u>
PAB	CITIES & COUNTY IN IMPERIAL COUNTY
PCT	CALTRANS 11 IN IMPERIAL COUNTY
PID	IMPERIAL IRRIGATION DISTRICT
PAA	IMPERIAL COUNTY
PO1	BRAWLEY
PO2	CALEXICO
PO3	CALIPATRIA
PO4	EL CENTRO
PO6	HOLTVILLE
PO7	IMPERIAL
PO8	WESTMORLAND
LCT	CALTRANS 07 IN LOS ANGELES COUNTY
LAB	CITIES & COUNTY IN LOS ANGELES COUNTY
LAC	COMMUNITY CARE & PER. SERVICES
LB1	COMMERCE MCPL BUS LINES
LB2	CULVER CITY MCPL BUS LINES
LB3	GARDENA MCPL BUS LINES
LB4	LONG BEACH PUBLIC TRANSIT CO.
LB5	MONTEBELLO MCPL BUS LINES
LB6	NORWALK TRANSIT SYSTEM
LB7	SANTA MONICA MCPL BUS LINES
LB8	TORRANCE TRANSIT SYSTEM
LB9	COMMUNITY CARE/CHILD DEVELOP.
LCU	COMMUTER COMPUTER IN LOS ANGELES COUNTY
LC1	WALESIDE MENTAL HEALTH CENTER
LM1	INGLESIDE MENTAL HEALTH CENTER
LSC	SCRTD
LAA	LOS ANGELES COUNTY
L01	ALHAMBRA
L02	ARCADIA
L03	ARTESIA
L04	AVALON
L06	AZUSA
L07	BALDWIN PARK
L08	BELL
L09	BELLFLOWER
L11	BELL GARDENS
L12	BRADBURY
L13	BEVERLY HILLS
L14	BURBANK
L15	CALIF HOME FOR AGED AT RESEDA
L16	CARSON
L17	CERRITOS
L18	CLAREMONT
L19	COMMERCE

SCAG FY 1980 RTIP AGENCY CODES  
PAGE 2

CODE	AGENCY NAME
L21	COMPTON
L22	COVINA
L23	CUDAHY
L24	CULVER CITY
L26	DOWNEY
L27	DUARTE
L28	EL MONTE
L29	EL SEGUNDO
L31	GARDENA
L32	GLENDALE
L33	GLENDORA
L34	HAWAIIAN GARDENS
L36	HAWTHORNE
L37	HIDDEN HILLS
L38	HERMOSA BEACH
L39	HUNTINGTON PARK
L41	INDUSTRY
L42	INGLEWOOD
L43	IRWINDALE
L44	LA CANADA FLINTRIDGE
L45	JEWISH FAMILY SERVICE
L46	LAKEWOOD
L47	LA MIRADA
L48	LANCASTER
L49	LA PUENTE
L51	LA VERNE
L52	LAWNDALE
L53	LOMITA
L54	LONG BEACH
L56	LOS ANGELES CITY
L57	LYNWOOD
L58	MANHATTAN BEACH
L59	MAYWOOD
L61	MONROVIA
L62	MONTEBELLO
L63	MONTEREY PARK
L64	NORWALK
L65	POMONA VALLEY COMMUNITY SERVICE
L66	PALMDALE
L67	PALOS VERDES ESTATES
L68	PARAMOUNT
L69	PASADENA
L70	POMONA VALLEY E&H TRANS. AUTHORITY
L71	PICO RIVERA
L73	RANCHO PALOS VERDES
L75	REDONDO BEACH
L76	ROLLING HILLS
L77	ROLLING HILLS ESTATES



SCAG FY 1980 RTIP AGENCY CODES  
PAGE 3

CODE	AGENCY NAME
L78	ROSEMEAD
L79	SAN DIMAS
L80	SAN PEDRO & PENINSULA HOSP.
L81	SAN FERNANDO
L82	SAN GABRIEL
L83	SAN MARINO
L84	SANTA FE SPRINGS
L85	S. CALIF MEDICAL TRANSIT
L86	SANTA MONICA
L87	SIERRA MADRE
L88	SIGNAL HILL
L89	SOUTH EL MONTE
L90	WHITE MEMORIAL MED. CENTER
L91	SOUTH GATE
L92	SOUTH PASADENA
L93	TEMPLE CITY
L94	TORRANCE
L96	VERNON
L97	WALNUT
L98	WEST COVINA
L99	WHITTIER
GAB	CITIES & COUNTY IN ORANGE COUNTY
GCT	OCTD
GCU	COMMUTER COMPUTER IN ORANGE COUNTY
GCT	CALTRANS 07 IN ORANGE COUNTY
GAA	ORANGE COUNTY
G01	ANAHEIM
G02	BREA
G03	BUENA PARK
G04	COSTA MESA
G06	CYPRESS
G07	FOUNTAIN VALLEY
G08	FULLERTON
G09	GARDEN GROVE
G11	HUNTINGTON BEACH
G12	IRVINE
G13	LAGUNA BEACH
G14	LA HABRA
G16	LA PALMA
G17	LOS ALAMITOS
G18	NEWPORT BEACH
G19	ORANGE
G21	PLACENTIA
G22	SAN CLEMENTE
G23	SAN JUAN CAPISTRANO
G24	SANTA ANA
G26	SEAL BEACH
G27	STANTON
G28	TUSTIN
G29	VILLA PARK

SCAG FY 1980 RTIP AGENCY CODES  
PAGE 4

CODE	AGENCY NAME
G31	WESTMINSTER
G32	YORBA LINDA
RAB	CITIES & COUNTY IN RIVERSIDE COUNTY
RCT	CALTRANS 08 IN RIVERSIDE COUNTY
RCH	CALTRANS 11 IN RIVERSIDE COUNTY
RCU	COMMUTER COMPUTER IN RIVERSIDE COUNTY
RTA	RIVERSIDE TRANSIT AGENCY
RAA	RIVERSIDE COUNTY
R01	BANNING
R02	BEAUMONT
R03	BLYTHE
R04	COACHELLA
R06	CORONA
R07	DESERT HOT SPRINGS
R08	HEMET
R09	INDIAN WELLS
R11	INDIO
R12	LAKE ELSINORE
R13	NORCO
R14	PALM DESERT
R15	PALO VERDE VALLEY TRANSIT AGENCY
R16	PALM SPRINGS
R17	PERRIS
R18	RANCHO MIRAGE
R19	RIVERSIDE
R21	SAN JACINTO
R22	SUNLINE TRANSIT AGENCY
SAB	CITIES & COUNTY IN SAN BERNARDINO COUNTY
SAC	OMNITRANS
SAD	DESERT BLIND ASSOCIATION
SCU	COMMUTER COMPUTER IN SAN BERNARDINO COUNTY
SAA	SAN BERNARDINO COUNTY
SCT	CALTRANS 08 IN SAN BERNARDINO COUNTY
S01	ADELANTO
S02	BARSTOW
S03	CHINO
S04	COLTON
S06	FONTANA
S07	LOMA LINDA
S08	MONTCLAIR
S09	NEEDLES
S11	ONTARIO
S12	RANCHO CUCAMONGA
S13	REDLANDS
S14	RIALTO
S16	SAN BERNARDINO
S17	UPLAND
S18	VICTORVILLE
VAB	CITIES & COUNTY IN VENTURA COUNTY
VCU	COMMUTER COMPUTER IN VENTURA COUNTY

SCAG FY 1980 RTIP AGENCY CODES  
PAGE 5

CODE	AGENCY NAME
VCT	CALTRANS 07 IN VENTURA COUNTY
VSC	SOUTH COAST AREA TRANSIT
VAA	VENTURA COUNTY
V01	CAMARILLO
V02	FILLMORE
V03	OJAI
V04	OXNARD
V06	PORT HUENEME
V07	SAN BUENAVENTURA
V08	SANTA PAULA
V09	SIMI VALLEY
V11	THOUSAND OAKS

FUND CODES

If none of the funds below apply to your project, please enter the code "NTA" and describe the fund source in the project description column as comments.

CODEFUNDFEDERAL FUNDS

FAI	Interstate
REH	Interstate Rehabilitation
FAP	Consolidated Primary
FAU	Urban System (Federal Aid Urban)
FAS	Rural Secondary (FAS)
HHS	High Hazard Safety & Roadside Obstacles
RRP	Railroad Grade Crossing & Separations
PMS	Pavement Marking Program
FHW	Forest Highways
EDP	Economic Growth Center Highways
BRP	Bridge Replacement
SFS	Safer Off System
SDP	Safer Roads Demonstration Program
FVP	FHWA Van Pool
UST	UMTA Section 3
USF	UMTA Section 5
UBT	UMTA 16 (b) (2)
USS	UMTA Section 6

STATE FUNDS

PUC	Public Utilities Commission Grade Separation
SBT	SB 283 - Transit Demonstration Program
CAA	California Aid to Airports Program (CAAP)
TBF	Toll Bridge Funds
PRF	Proposition Five
STF	State Funds Only

TDA FUNDS

TDF	TDA, Article 4
TDC	TDA, Article 4.5
TDE	TDA, Article 8
TDB	TDA, 821 (Article 3)

LOCAL FUNDS

LFC	Local Funds Only
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PROJECT TYPE CODESCODEPROJECT TYPEHIGHWAYS - TYPE IFreeways

101	Ramp Metering
102	Bypass Lanes
103	Freeway to Freeway Metering
104	Freeway Widening (Express Lanes)
105	Freeway Widening (Congestion Reduction)
106	Fringe Parking (Park & Pool)
141	New Construction
142	Freeway Widening (System Development)

Non-Freeway State Routes

111	Non-Freeway State Route Widening (Congestion Reduction)
112	Computerized Traffic Control Systems
143	New Routes
144	Major Widening (System Development)

Surface Streets

121	Projects for Preferential Treatment
131	<u>Ridesharing</u>
145	<u>New Toll Bridge Construction</u>

HIGHWAYS - TYPE IITraffic Operational Improvements - TSM

201	Signalization
202	Signing, Restriping, Channelization
203	Uniform Traffic Control on Non-State Route
204	Non-State Highway Widening (Congestion Reduction)

Bicycle & Pedestrian Projects - TSM

211	New Bicycle Facilities (Class II & Class III)
212	Sidewalk & Sidewalk Ramps
213	Pedestrian Overcrossing

CODEPROJECT TYPEHIGHWAYS - TYPE II .(contd.)Operational Improvements - Non-TSM

221	Safety Improvements
222	Community Noise Attenuation
223	School Noise Attenuation
224	Highway Planting
225	Safety Roadside Rest Areas
226	Roadside Enhancement

Rehabilitation

231	Land, Buildings & Facilities Improvement
232	Bridge Reconstruction
233	Roadway Reconstruction
234	Major Damage Restoration
235	Highway Planting Restoration
236	Safety Roadside Rest Area Restoration
237	Resurfacing
238	Protective Betterments
239	Disaster Restoration

Construction - System Development

241	Non-State Highway Widening
242	Construction of New Street or Non-State Highway
243	New Bicycle Facilities Construction (Class I)

HIGHWAYS - TYPE III

301	TSM - Related Minor Improvements
321	Rehabilitation & Maintenance of the System
	Minor Improvements

TRANSIT - TYPE I

151	Acquisition of Revenue Vehicles for Replacement - TSM
152	Acquisition of Revenue Vehicles for Expansion - TSM
161	Acquisition of Revenue Vehicles for Expansion - System Development
153	Park & Ride Lots
162	Row Acquisition
163	Transportation Centers
171	Operating Expenses
172	Maintenance & Operating Facilities
165	RTDP - Freeway Transit
166	RTDP - L.A. CBD Circulation/Distribution, Downtown People Mover
167	RTDP - Regional Core Rapid Transit
168	Fixed Guideway Systems (Non-RTDP)

CODEPROJECT TYPETRANSIT - TYPE II

251 Bus Turnout Lanes  
252 Bus Shelters, Benches  
253 Bus Signs  
254 Management Information Systems

TRANSIT - TYPE III

351 Service Equipment - TSM  
371 Service Vehicles  
372 Maintenance Equipment  
373 Office Equipment and Furnishings

AERONAUTICS - TYPE I

181 Drift-Off System R/W & T/W Design Projects  
182 High Speed Turnoff Design Projects  
183 Dual Parallel Taxiway Projects  
184 Engine Run-Up Bypass Lane Projects  
185 Short Airport Lighting System  
191 Airfield Area - New Construction  
192 Land Acquisition

AERONAUTICS - TYPE II

295 Airfield Area - Rehabilitation

AERONAUTICS - TYPE III

381 TSM - Related Minor Aeronautics Projects  
395 Rehabilitation & Maintenance of the System Minor Aeronautics Projects

Functional Classification

To be used for Type I and Type II highway projects only.

<u>Code</u>	<u>Functional Classification</u>
I	Interstate
P	Principle Arterial
M	Minor Arterial
C	Collector
L	Local



FY '80 RTIP  
URBANIZED AREA CODES

Code

L	Los Angeles-Long Beach Urbanized Area (South Coast Air Basin)
P	Palmdale-Lancaster Urban Area (Southeast Desert Air Basin)
W	Newhall-Saugus Urban Area (South Coast Air Basin)
R	San Bernardino-Riverside Urbanized Area (South Coast Air Basin)
D	Riverside County Non-Urbanized Areas within RSA's 52, 53, & 54; and San Bernardino County Non- Urbanized Areas within RSA's 31, 32, 33, & 34. (See attached map) (Southeast Desert Air Basin)
V	Oxnard-Ventura-Thousand Oaks Urbanized Area (Ventura County Portion of Southcentral Air Basin)
S	Simi Valley Urbanized Area (Ventura County Portion of Southcentral Air Basin)
X	Ventura County Non-Urbanized Areas (Ventura County Portion of Southcentral Air Basin)
N	All Other Non-Urbanized Areas (South Coast Air Basin)

Note: The particular geographical breakdown shown above is required for several purposes, including the delineation of air basins for air quality analysis, and the fiscal analysis of funds apportioned by urbanized area (i.e., FAU, UMTA Section 5 funds).



Part Nine

Appendix

- 9.1 Funds Subject to Allocation by the California  
Transportation Commission
- 9.2 Determination of E.I.S. Requirement and Federal  
Definition of "Major Action"
- 9.3 Subprogram Designation List - for prioritization  
purposes

9.1 Funds Subject to Allocation by the California Transportation Commission  
to be Included in the RTIP per AB 402

State Highway Account  
Federal Aid Programs

<u>DESCRIPTION OF PROGRAM</u>	<u>TITLE 23 U.S.C.. SECTION</u>
Interstate (I)	103(c)
Consolidated Primary (F)	103(b)
Urban System (FAU)	103(d) 150
Rural Secondary (FAS)	103(c)
High Hazard Safety & Roadside Obstacles (HHS)	152 153
Railroad Grade Crossing & Separations (RRP)	130
Pavement Marking Program (PMS)	151
Forest Highways (FH)	204
Economic Growth Center Highways (DP)	143
Bridge Replacement (BR)	144
Safer Off-System (SOS)	219

Funds in addition to the  
State Highway Account Federal Aid Programs

California Aid to Airports Program (CAAP)  
Toll Bridge Funds  
State Only Funds  
Proposition 5



A. TYPE OF ACTION

N.E.P.A. requirements may apply to only some of the potential actions in the transportation field. For example, N.E.P.A. requires:

1. An E.I.S. to be prepared....for major federal (F.H.W.A.) actions, which significantly affect the quality of the HUMAN ENVIRONMENT.

- a. Item 1. above, indicates if the action is:

A FEDERAL ACTION!  
 A MAJOR ACTION!  
 AN ACTION SIGNIFICANTLY AFFECTING  
 THE HUMAN ENVIRONMENT!

an E.I.S. is required.

- b. In cases where the project is:

A FEDERAL ACTION!  
 A MAJOR ACTION!  
 but  
 Does not significantly affect  
 the human environment!

a "negative declaration" will suffice.

- c. And, in cases where the project is:

A FEDERAL ACTION!  
 A NON-MAJOR ACTION!

No formal environmental document is required.

B. DEFINITIONS

To determine what environmental documentation is required involves an understanding of three key phrases.

## 1. "FEDERAL ACTION"

- a. One where there is sufficient Federal control over the action to influence the planning and decision for a proposed action.
- b. Participation with Federal-Aid Highway funds in the construction or reconstruction, including associated activities, of all or a portion of a highway section.
- c. Includes F.H.W.A. approvals of associated activities such as joint and multiple use permits, changes in access control, etc., not ordinarily involving a commitment of Federal funds.

## 2. "MAJOR" ACTION

A "major action" is an action of superior, large and considerable importance, involving substantial planning, time, resources or expenditures.

- a. The effect of many Federal decisions about a project or complex of projects can be individually limited but cumulatively considerable.
- b. Proposed major actions, the environmental impact of which is likely to be highly controversial, should be covered in all cases.
- c. An action that is likely to precipitate significant alterations in land use, planned growth, development patterns, traffic volumes, travel patterns, transportation services, including public transportation, and natural and manmade resources would be considered a major action. Examples of types of actions which are ordinarily considered to be major actions are detailed in F.H.P.M. 7-7-2 as are examples of typical non-major actions.
- d. Actions involving 4(f) or Section 106 lands.

## 3. ACTIONS "SIGNIFICANTLY AFFECTING THE QUALITY OF THE HUMAN ENVIRONMENT"

An EIS is required for major Federal actions anticipated to have a significant effect on the quality of the human environment. Environmental Effects have been defined to be the totality of the effects of a highway project on the human and natural environment, including any significant benefit or damage to, or impairment of natural resources, while, Human Environment is defined as the aggregate of ALL EXTERNAL CONDITIONS AND INFLUENCES (aesthetic, ecological, cultural, social, economic, historical, etc.) that affect human life.

### C. DEGREE OF DOCUMENTATION

Each highway section proposed for construction with Federal-aid highway funds requires some kind of environmental evaluation. The complexity and magnitude of the highway section will determine the level of effort necessary to identify, coordinate and evaluate engineering, safety, and environmental factors in accordance with the states Action Plan. Therefore based upon the definitions and prior discussion if a proposed action is:

1. A Non Federal Action - There will be no federal involvement, and the proposed action should be developed in accordance with state law and procedures.

or,

2. A Federal Action that is:

- a. A Non Major Action - There is no formal environmental documentation required, however the project planning report, identified SEE FACTORS, ALTERNATIVES, and record of coordination (correspondence and contacts with other agencies and groups as a minimum) should be maintained in the project file.

- b. A Major Action -

- 1) that does not significantly affect the human environment - a negative declaration is required.
- 2) that significantly affects the human environment - an EIS is required.

Item 1 is relatively straightforward but in the case of item 2 it is necessary to develop documentation as to the degree of environmental significance that the project may have.

This consists of a procedure known as the Environmental Assessment Process where ultimately an array of environmental studies are compiled and evaluated in order to determine the projects degree of environmental significance. This process thus allows not only the determination of the type of environmental documentation to be used, but also provides continuing input to the highway development process.

## EXAMPLES OF MAJOR ACTIONS

A NEW FREEWAY.

A HIGHWAY PROVIDING NEW ACCESS TO AN AREA AND PRECIPITATING SIGNIFICANT CHANGES IN LAND USE OR DEVELOPMENT PATTERNS.

A NEW OR RECONSTRUCTED ARTERIAL PROVIDING IMPROVED ACCESS AND LIKELY TO CHANGE LAND USE OR DEVELOPMENT PATTERNS.

A NEW HIGHWAY BYPASSING A COMMUNITY.

A NEW HIGHWAY PROVIDING NEW ACCESS AREAS WITH SIGNIFICANT EXPLOITABLE NATURAL RESOURCES.

ADDED INTERCHANGES TO A COMPLETED FREEWAY PROVIDING IMPROVED ACCESS LIKELY TO PRECIPITATE SIGNIFICANT CHANGES IN DEVELOPMENT PATTERNS.

A PROJECT THAT WARRANTS "MAJOR ACTION" CLASSIFICATION BECAUSE GIVING NATIONAL RECOGNITION BY CONGRESS. (SECTION 4(f)) (SECTION 106)



## EXAMPLES OF NONMAJOR ACTION

NEW RURAL TWO-LANE HIGHWAY NOT PROVIDING NEW ACCESS TO  
AREA AND NOT LIKELY TO PRECIPITATE SIGNIFICANT LAND  
USE CHANGES

MODERNIZATION OF EXISTING HIGHWAY

RESURFACING

WIDENING LESS THAN ONE LANE

ADDING SHOULDERS

LOCALIZED AUXILIARY LANES

CORRECTING CURVES AND INTERSECTIONS

TRAFFIC SAFETY AND CONTROL SYSTEM

RECONSTRUCTION OF EXISTING STRUCTURES

LANDSCAPING REST AREAS AND SHELTERS

# ACTION TO BE TAKEN

EXAMINE FOR  
FEDERAL ACTION? MAJOR ACTION?  
NON-MAJOR ACTION? ENVIROMENTALLY SIGNIFICANT ACTION?

POSSIBLE  
CONCLUSION

NON FEDERAL ACTION



NO FEDERAL DOCUMEN-  
TATION REQUIRED

POSSIBLE  
CONCLUSION

NON MAJOR FEDERAL  
ACTION



NO FORMAL DOCUMEN-  
TATION REQUIRED

POSSIBLE  
CONCLUSION

MAJOR FEDERAL ACTION  
NO SIGNIFICANT EFFECTS



NEGATIVE DECLARATION  
SUMMARIZING THE CON-  
CLUSION

POSSIBLE  
CONCLUSION

MAJOR FEDERAL ACTION WITH  
SIGNIFICANT EFFECTS.



PREPARATION OF A DRAFT  
IMPACT STATEMENT AND  
PUBLIC ANNOUNCEMENT  
OF AVAILABILITY.



DRAFT STATEMENT



The following subprogram categories shall be used for project priority listings (the appropriate Caltrans program code is listed in "( )" after each category). These subprograms correspond to the Project Types List found in Section 5.2 of these Regional TIP Guidelines.

(a) State System Projects

(1) Operational Improvements (HB)

- (A) Safety Improvements (HB1)
- (B) Community Noise Attenuation (HB311)
- (C) School Noise Attenuation (HB312)
- (D) Highway Planting (HB32)
- (E) Safety Roadside Rest Areas (HB33)
- (F) Roadside Enhancement (HB34)
- (G) System Operational Improvements (HB4)

(2) New Facilities (HE)

- (A) New Highway Construction (HE1)
- (B) New Toll Bridge Construction (HE2)
- (C) New Bicycle Facilities Construction (HE3)

(b) Local Assistance Projects (HC)

(1) Streets, Roads and Transit

- (A) Federal-Aid Secondary (HC1)
- (B) Federal-Aid Urban (FAU) System (HC6)
- (C) Off-System Roads (HC9)

(2) Mass Transit Guideways (MB22 (Prop. 5))

(3) Aeronautics (AB2)

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<sup>1</sup>Sections 8119(c) and 81121 of 402 TIP Guidelines



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